

Approved For Release 2003/04/29 : CIA-RDP84-00780R002400050010-

STATINTL

10 June 1968

STATINTL

The attached progress report from Ken [redacted] covering the month of May 1968 contains in paragraph 5 a new wrinkle.

STATINTL

I followed up with [redacted] on this particular point and he has furnished us with his memo of 7 June, along with samples of the letters written for certain personnel. Apparently you are aware of this new procedure. I assume that the various component heads are also aware of these letters from the Director of Personnel, and that they are coordinated with them.

STATINTL

In a case involving an individual such as [redacted] he has received a letter from the Director, a letter from the DD/S, and one from the Director of Personnel. Possibly we are overdoing this letter business.

For your information.

*I was not aware [redacted]  
the question who [redacted] Please have  
be done only [redacted] this should  
when the employee [redacted] STATINTL  
[redacted] raises [redacted] STATINTL  
questions in [redacted] STATINTL  
[redacted]*

Approved For Release 2003/04/29 : CIA-RDP84-00780R002400050010-

Approved For Release 2003/04/29 : CIA-RDP84-00780R002400050010-

Re: Para 5 --

STATINTL

[redacted] will send me some sample letters --  
a personalized letter - not letter of recommendation --  
from Director of Personnel to some (not all--check made  
with [redacted] shop to weed out unsuitable cases) of  
people retiring; attesting to good job they've done. Ken  
says many people request letters "To Whom It May  
Concern" to serve as letter of recommendation; these  
letters tend to reduce heat for "TWIMC" letters.

STATINTL

RBW 6-6-68

Approved For Release 2003/04/29 : CIA-RDP84-00780R002400050010-

UNCLASSIFIED

Approved For Release 2003/04/29 : CIA-RDP84-O0780R002400050010-2  SECRET

## ROUTING AND RECORD SHEET

25X1

SUBJECT: (Optional)

DB6328014  
RE22 Person

FROM: Chief, Retirement Counseling and Place- ment Staff, 212 Magazine Building	DATE		EXTENSION	NO.
	RECEIVED	FORWARDED		
1. Director of Personnel	5 JUN 1968			25X1 <i>NOTE MY UNDERLINING -</i> <i>I THINK THIS IS VERY</i> <i>IMPORTANT — PHW</i>
2.				
3. Deputy Director for Support				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

001568-2863

5 June 1968

MEMORANDUM FOR: Deputy Director for Support

THROUGH : Director of Personnel  
SUBJECT : Retirement Counseling and Placement Staff  
Progress Highlights During May 1968

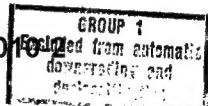
1. The "CIA Disability and Retirement System - Questions and Answers" booklet has been under detailed review by RCPS officers and the DD/OP/SP during final coordination conferences with OGC and OLC during May. The Office of Security has approved the booklet and cleared it for publication as an unclassified publication. Three questions which posed serious policy considerations are being reviewed with the Civil Service Commission and until agreement has been reached they are being eliminated from this CIAR pamphlet.

2. There was an anticipated drop off of consultation requirements for 1968 retirees following the peak in April including the cost-of-living types. The drop in the overall effort of the Retirement Counseling Branch, failed to materialize due to the pick up in scheduled, five year consultations with 1973 retirees. There was a rise from 47 to 54 formal consultations.

3. RCPS recast in May, the earlier "Retirement with Re-employment Rights" paper as an incentive for early retirement, and the "CIA Active Reserve" plan for maintaining and controlling limited participation of designated retirees for three years after leaving the Agency. Both papers are now under consideration and it is hoped that recommended action to adjust or activate these programs will be received in the near future.

4. A new activity has been launched of contacting retirees to solicit information on their status of employment, suggestions and possible needs, as of six months after leaving. The response is both gratifying and interesting, although fragmentary since only two weeks have elapsed after initiating the correspondence plan. Half of the retirees (Sept., Oct., and Nov.) have already responded: none requested further employment assistance; one fourth are employed and each of these indicated satisfaction or happiness with the new work; one third raised questions to which responses are being made; a few made helpful suggestions.

CONFIDENTIAL



**CONFIDENTIAL**

Approved For Release 2003/04/29 : CIA-RDP84-00780R002400050010-2

5. A plan has been inaugurated for sending a personal memorandum from the Director of Personnel to employees one to two months prior to leaving. These memoranda will neither be a commendation nor a recommendation for the employee but will detail some of the skills, techniques and special abilities which the individual has effectively applied in carrying on his work in the Agency. The memorandum will recognize this contribution and wish him God-speed.

6. Statistical summary of RCPS action for the month of May:

Retirement Counseling Branch

Retiree Consultations:

Full counseling interviews	54
Counseling discussions	107

Retiree Dossiers indexed and coded for

Post-retirement employment interests	6 (81 total)
--------------------------------------	--------------

Meetings with Management	38
--------------------------	----

Research and information requests	34
-----------------------------------	----

Briefings and Ret. Info. Exchanges:

Agency	4
--------	---

External	16
----------	----

Publications and Special Papers:

Items	17
-------	----

Man-Days	36
----------	----

External Employment Assistance Branch

Retirees - New Cases (resume assistance plus)	7
---	---

Follow-up assistance	14
----------------------	----

External Employment:

Job Leads Provided	18
--------------------	----

Employment confirmed in May	3
-----------------------------	---

Resignees - New Cases	31
-----------------------	----

Desired Resume assistance only	3
--------------------------------	---

Follow-up assistance	62
----------------------	----

External Employment:

Job Leads Provided	31
--------------------	----

Employment confirmed in May	5
-----------------------------	---

New External Job Sources opened	2
---------------------------------	---

Written inquiries concerning external applications received and answered	17
--	----

Personnel files reviewed for outside investigators on employee external applications	28
--	----

25X1

Chief, Retirement Counseling and Placement Staff

Approved For Release 2003/04/29 : CIA-RDP84-00780R002400050010-2

**CONFIDENTIAL**

UNCLASSIFIED Approved For INTERNAL USE ONLY 2003/04/29 : CIA-RDP84-O0730R002400050010-2  SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:		EXTENSION	NO.	
			DATE	
Chief, Retirement Counseling and Placement Staff, 212 Magazine Building		A	DATE	7 June 1968 25X1
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Deputy Director for Support				
2. Attention: [ ] 7D-02 Headquarters				
3. 25X1				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

**CONFIDENTIAL**

Approved For Release 2003/04/29 : CIA-RDP84-00780R002400050010-2

DD/S 6-8-2983

7 June 1968

MEMORANDUM FOR: Deputy Director for Support

25X1

ATTENTION : [REDACTED]

SUBJECT : RCPS Progress Highlights During May 1968

1. You have requested further information concerning the letters now being prepared by the Retirement Counseling and Placement Staff in behalf of the Director of Personnel, which were mentioned in paragraph five of subject report. The basic purpose of these letters is to provide appropriate explanation to employees leaving the Agency with specific reference to their academic backgrounds, unique skills and demonstrated capabilities in the service of the Agency.

2. It is anticipated that such letters will eliminate the predominate number of Agency employee requests for recommendations which this office has been receiving in the past. This effort certainly will reduce the numbers of written and investigator requests of which 45 were received in May requiring written responses. Also, on the initiative of the Director of Personnel, there is an added salutary effect in having the employee receive such a letter which notes that the abilities which he has brought to his job have been specifically recognized and appreciated.

3. In addition to the above purpose and logic, the Deputy Director for Support has requested that this office prepare such letters in the recent past for some of our Career Trainee officers, who for one reason or another have had to make an early departure from the Agency. These particular letters, of which there have been three recently, have been developed by this staff in collaboration with Mr. [REDACTED] SSA/DDS.

25X1

4. Copies of five of these letters, all of which are somewhat different, are attached for the information of the DDS and yourself as further explanation of the type of letters of appreciation which we are now producing. As I indicated to you yesterday, lists of retirees are examined a couple of months in advance, are then checked with Mr. [REDACTED] C/SAS, and those cleared are then drafted for Mr. Wattles' signature.

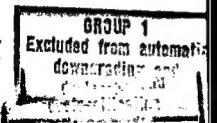
25X1



25X1

Approved For Release 2003/04/29 : CIA-RDP84-00780R002400050010-2 Staff

**CONFIDENTIAL**



CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D.C. 20505

Date

STATINTL [redacted]

It has come to my attention that you will be leaving this Agency in the very near future. This occasion has given me the opportunity to review your official record of service.

During the more than twenty years you have served with CIA, you have compiled an admirable record of conscientious and loyal service and made many contributions in the field of finance. This substantial experience should be of great benefit in choosing your work in the future.

You have expressed interest in the possibility of continuing employment and obviously are capable of effective productivity for many years to come.

For the services you have rendered, may I add my personal expression of appreciation to those of your supervisors and co-workers and extend my wish for every success in the future.

Sincerely,

Robert S. Wattles  
Director of Personnel

STATINTL Written to [redacted] GS-9, Auditor, Office of Finance, leaving June 1968. Plans to work part-time, probably in auditing field, after retirement.

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D.C. 20505

Date

STATINTL [redacted]

It has come to my attention that you anticipate leaving this Agency in the very near future. This occasion has given me the opportunity to review your official record of service.

During the almost eighteen years you have served with CIA your supervisors have commented most favorably upon your capabilities to produce effectively. Your dependability, your initiative when the occasion demanded, and the fact that you did not require strong and continuous supervision have all facilitated smooth operation of the units to which you have been assigned.

You have expressed interest in the possibility of continuing employment and obviously are capable of many years of productive work.

For the services you have rendered, may I add my personal expression of appreciation to those of your supervisors and co-workers and extend my wish for every success in the future.

Sincerely,

Robert S. Wattles  
Director of Personnel

STATINTL

Written to [redacted] GS-8, Secretary/Admin Asst, TSD,  
who has elected to leave under early retirement as soon as can locate  
a position outside.

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D.C. 20505

Date

STATINTL [redacted]

It has come to my attention that you anticipate leaving this Agency in the very near future. This occasion has given me the opportunity to review your official record of service.

During the almost twenty years you have served with CIA, your professional performance has been outstanding. Your excellent academic background and your skill in the fields of management and training should be of great benefit in your "second career".

You have expressed interest in the possibility of continuing employment and obviously are capable of imaginative productivity for many years to come.

For the services you have rendered, may I add my personal expression of appreciation to those of your supervisors and co-workers and extend my wish for every success in the future.

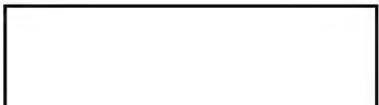
Sincerely,

Robert S. Wattles  
Director of Personnel

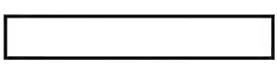
STATINTL Written to [redacted] GS-15, Training Officer, OTR. Leaving April 1968. Plans to teach Art History, has made contacts with local schools.

2 MAY 1968

STATINTL



STATINTL

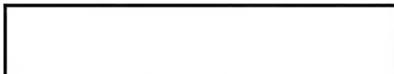


I note with some regret that you will be leaving this Agency in the very near future. This occasion gives me the opportunity to inform you that your supervisors have appreciated the services you have rendered and have commented most favorably upon your capabilities to produce effectively under trying circumstances. You approached your responsibilities in a broad-gauged fashion, with considerable focus upon the managerial aspects.

It has been stated that you developed close and favorable working relationships with all customers which resulted in mutual economies. Your response to requirements has been both effective and immediate.

I wish you every success in the future.

Sincerely,



ILLEGIBLE

Robert S. Wattles  
Director of Personnel

Distribution:

- Orig - Addressee
- 1 - Subj's File
- 1 - D/Pers Chrono
- 2 - RCPS

STATINTL

OP/RCPS [redacted] llr (2 May 68)

8 MAR 1968

STATINTL [redacted]

I note with some regret that you will be leaving this Agency in the very near future. This occasion gives me the opportunity to inform you that your supervisors have appreciated the services that you have rendered and have commented most favorably upon your capabilities to produce effectively under trying circumstances.

Your education before coming to this Agency as well as the training which you have taken while in service in analysis, reporting, and personnel management have stood you in good stead. It is noted that you have applied the techniques you have acquired to the work to which you have been assigned.

It is hoped that your personal family situation, which has caused you of necessity to leave at this time, is soon rectified.

I wish you every success in the future.

[redacted]  
/s/ Robert S. Wattles

Robert S. Wattles  
Director of Personnel

Distribution:

Orig - Addressee

1 - SSA-DDS

1 - D/Pers

1 - OFF

1 - OP/SAS

1 - RCP Chrono

~~✓~~ - RCP Subject

OP/RCP [redacted] clj (7 Mar 68)

OD/Pers/hc: retyped to add commas (8 Mar 68)

STATINTL